

**Idaho Courts  
Position Description**

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**Position Title:** Administrative Assistant III (Justice Services Division)  
**Effective Date:** July 2021  
**Salary/Range:** Grade 12: \$45,000 – \$50,000  
**FLSA Coverage:** Non-Exempt  
**EEO Category:** Administrative Support

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**General Position Summary:**

The Administrative Assistant performs a variety of complex, administrative support activities for the Justice Services Division. The position will have access to information that may be of a sensitive and confidential nature. The position reports to the Lead Administrative Assistant for the Division.

**How We Work:**

The Administrative Office of the Courts is committed to supporting the mission of the Idaho Courts through the use of an agile approach that aligns strategy, work, and capacity. This approach empowers our employees to respond quickly and efficiently to meet the needs of our customers: citizens, courts, judges, employees, and other stakeholders. We believe in continual improvement of our services and products to better serve and support our customers and the evolving environment. Employees are future-focused, take initiative, and are personally responsible for work delivery and professional growth. Our leaders are committed to professional development and growth of employees by empowering and supporting motivated individuals; providing clarity and focus for projects; giving those individuals the environment and support they need; and fostering a culture of collaboration, transparency, learning, trust and shared accountability.

**Major Duties and Responsibilities:** (The examples provided do not cover all of the duties which the incumbent of this position may be required to perform.)

- Composes, formats, edits, proofreads, and transcribes a variety of documents, including correspondence, memoranda, reports, agendas, minutes, and other materials;
- Creates new document formats, templates, and forms;
- Assists with coordination of committees, subcommittees, and special projects;
- Screens and routes calls from the public;
- Supports committee work by arranging meeting facilities, compiling agendas and meeting materials, attending meetings, taking notes, circulating meeting minutes, and tracking versions of documents;
- Plans and coordinates events;
- Assists with grant applications and report writing to secure additional grant funding;
- Assists with grant management including tracking and grant reporting;
- Assists with the collection of statewide data to monitor and evaluate program effectiveness;
- Maintains and coordinates the calendars of the statewide administrators;
- Assists with the development and maintenance of resources to support statewide programs;
- Assists in processing and maintaining court approved rosters;
- Updates and maintains judicial resource materials;
- Assists with maintaining web pages;
- Makes travel arrangements for the assigned statewide administrators and submits expense reports;
- Performs other duties as assigned.

**Minimum Qualifications:*****Education and Experience***

- High school diploma or equivalent required; Associates Degree or Certified Administrative Professional credential preferred;
- At least five years' experience in performing progressively responsible clerical and administrative work, preferably in a legal or court environment.

***Knowledge, Skills, and Abilities***

- Knowledge of English grammar, punctuation and spelling;
- Knowledge of general office practices and procedures;
- Knowledge of and ability to use MS Office products such as Word, Outlook, Excel, Publisher, and Power Point;
- Knowledge of online survey products and Adobe Acrobat DC preferred;
- Knowledge of methods and procedures of the court system preferred;
- Skill in establishing and maintaining cooperative working relationships with co-workers, management, the Idaho Judiciary, other agency staff, and the public;
- Ability to coordinate events;
- Ability to use general office equipment;
- Ability to quickly and accurately type from verbal or written instruction;
- Ability to maintain detailed clerical records and prepare correspondence on routine matters;
- Ability to organize and prioritize work and to manage time well;
- Ability to proofread material for accuracy;
- Ability to understand and follow verbal and written directions;
- Ability to communicate clearly, both verbally and in writing;
- Ability to maintain confidentiality.

The Idaho Judiciary is an equal opportunity employer. Hiring is done without regard to race, color, national origin, sex, age, religion, socioeconomic status, sexual orientation, gender identity, disability, or any other applicable legally protected status. In addition, preference may be given to veterans who qualify under state and federal laws and regulations. If you need special accommodation for applying or interviewing, please notify human resources.

Updated: 3/2020 SG